
Knowledges, Skills, and Abilities (KSA) Crediting Plan

Knowledges, skills, and abilities (KSAs) are developed based on the major duties and responsibilities identified in the attached job analysis. The KSAs must be essential, ratable, and able to distinguish between quality levels of candidates. For each KSA identified, a minimum of two quality levels must be defined. Generally, this would be the highly satisfactory (3 points) and the minimally satisfactory (1 point) quality levels. Quality level definitions must include examples of training, experience, or awards which would demonstrate the applicant's possession of the KSA. The crediting plan must be reviewed and signed by the appropriate Subject Matter Experts (SMEs) and personnel specialist. The crediting plan should also be reviewed by the selecting official if he/she did not serve as a SME during the job analysis process. For further information, please refer to the PHS Instruction 335-6 and the NIH Merit Promotion Plan, NIH Manual 2300-335-1.

Knowledge, Skill, or Ability	Weight (<i>Weight values may range from 1 to 3 based on KSA's relative importance to the position.</i>)
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Highly Satisfactory Level Description (*3 points*)

Minimally Satisfactory Level Description (*1 point*)

ICD	Announcement No.	Position Title/Series/Grade		
Personnel Specialist's Signature		Date	Subject Matter Expert's Signature	Date